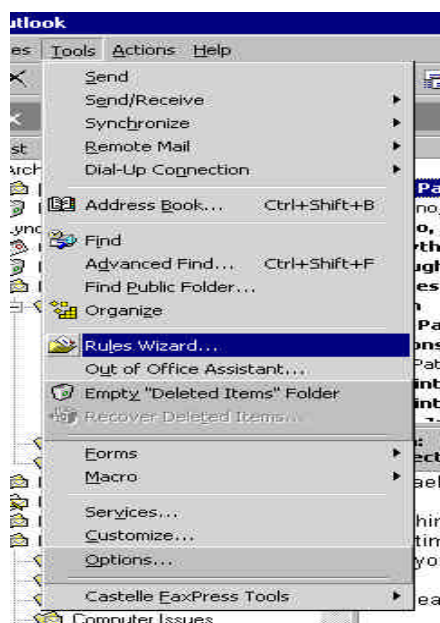


# Steps to Exclude / Route Unwanted Email—February 28, 2001

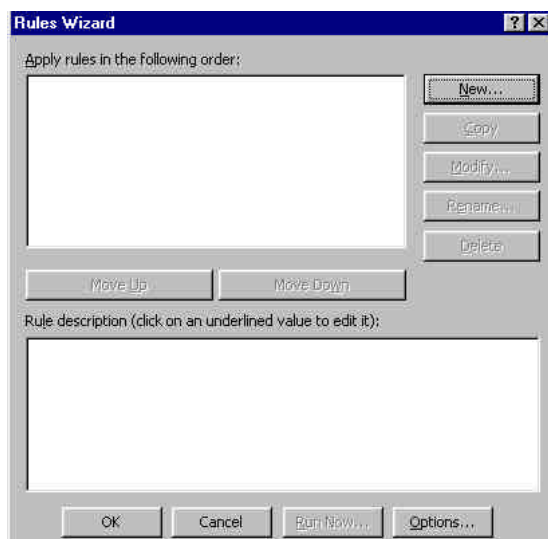
You can block unsolicited mail that continually fills your Inbox by creating a rule with the “Outlook Rules Wizard.” Once you create the rule, Outlook will automatically apply it when messages arrive in your inbox. You can also have Outlook apply rules to messages already in your Inbox or other folders. The following instructions show you how to create a rule to automatically move a category of unwanted email to a selected folder, in this case the “Deleted Items” folder.

## **Instructions for Mail Rule Wizard**

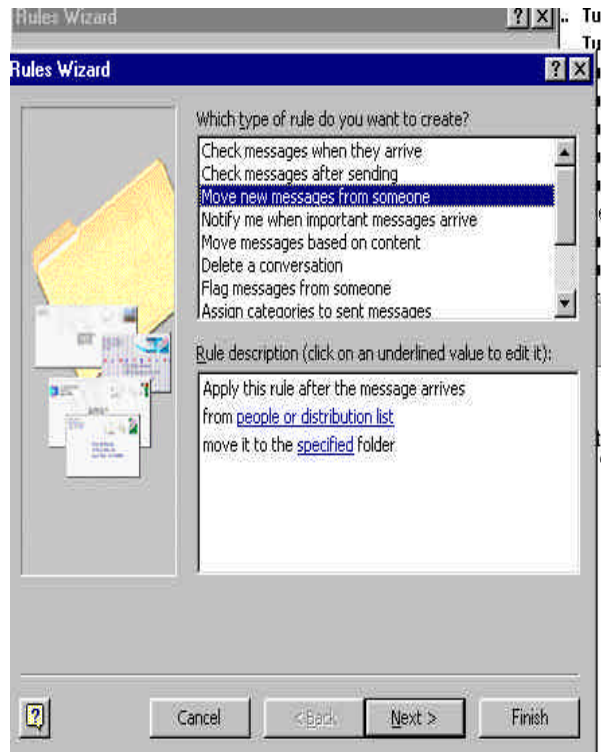
1. You can create a rule by going to the “Tools” button on the top menu bar in Outlook. Move your cursor to the “Rules Wizard” and left click to begin the creation process.



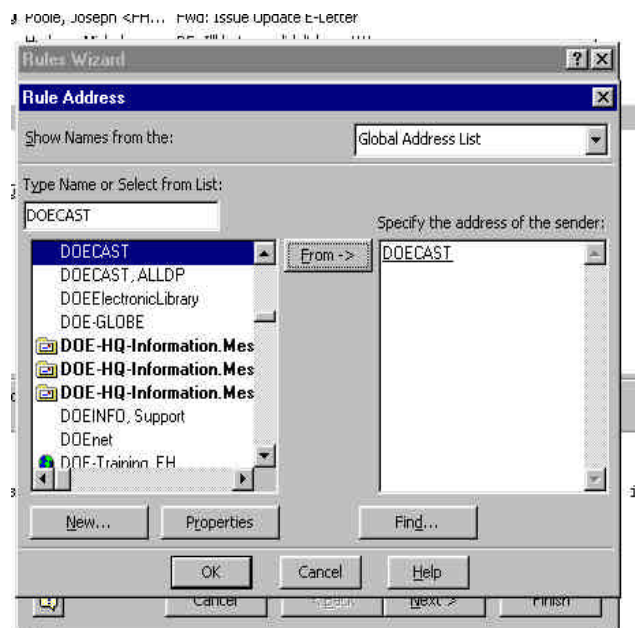
2. The “Rules Wizard” window appears. Click on “New.”



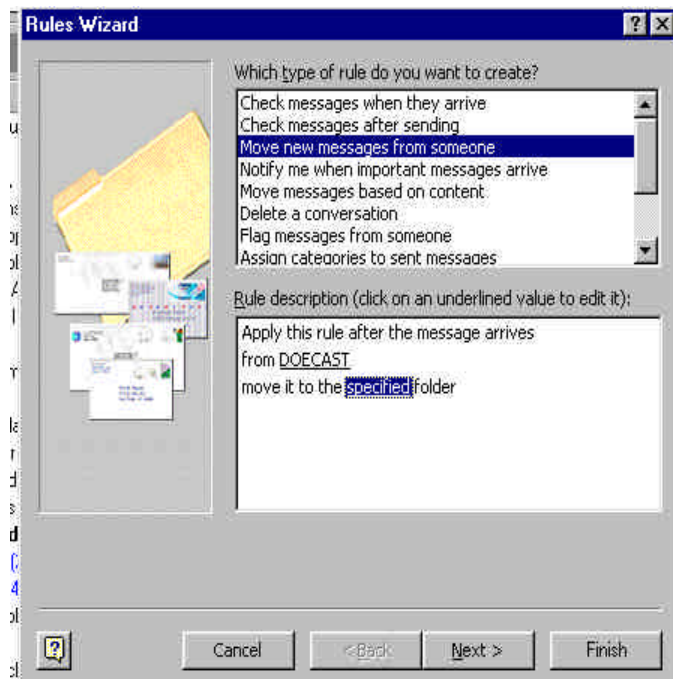
- You will be asked what type of rule you would like to create. Choose the “Move new messages from someone.” In the “Rule description” box, click on “people or distribution list.”



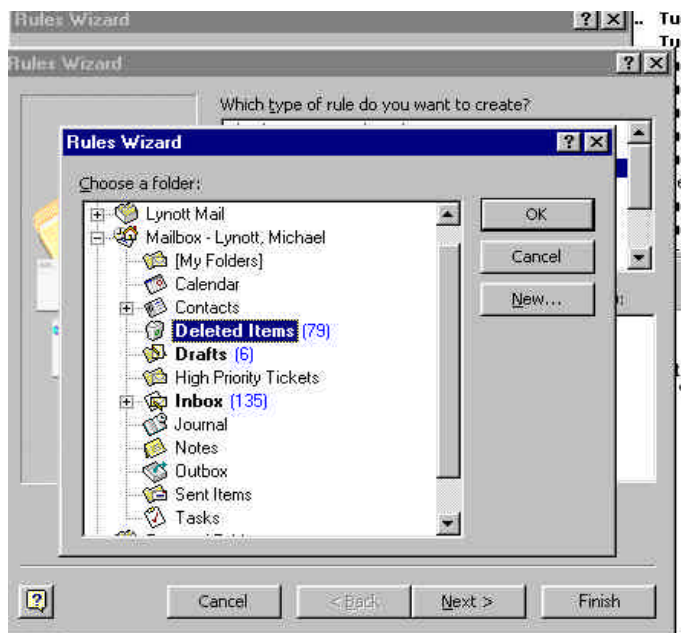
- Highlight the address you want to block or add it if it is not currently in the “Global Address List” or your “Contact List.” If you are adding an address, it must be the full and complete address. Click the “From” tab and then “OK”. In this case, we have selected “DOECAST.”



5. Choose the folder you wish to move the messages to by selecting the “specified folder” in the “Rule description” box.

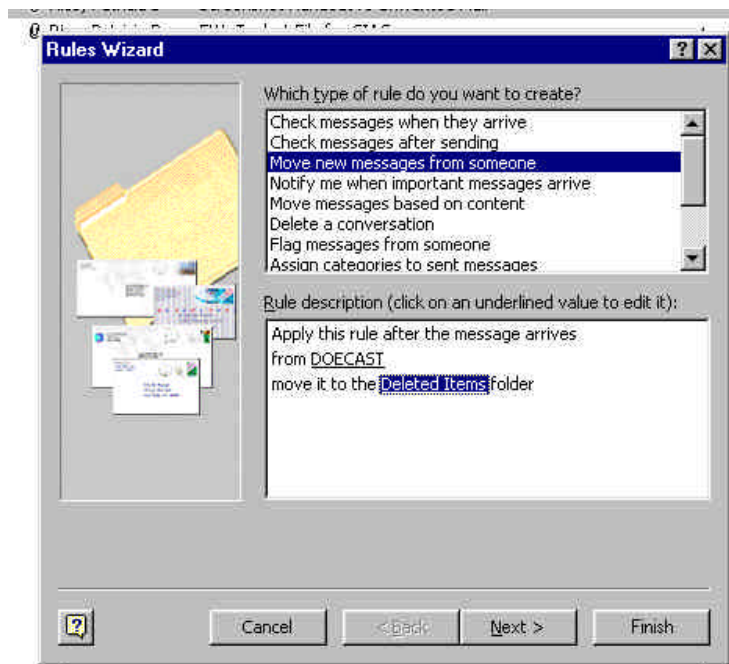


6. Highlight the appropriate folder, in this case “Deleted Items.” If your “Deleted Items” folder is not already open, click on the plus sign, located on the left next to “Mailbox;” then highlight “Deleted Items.” Click “OK.”

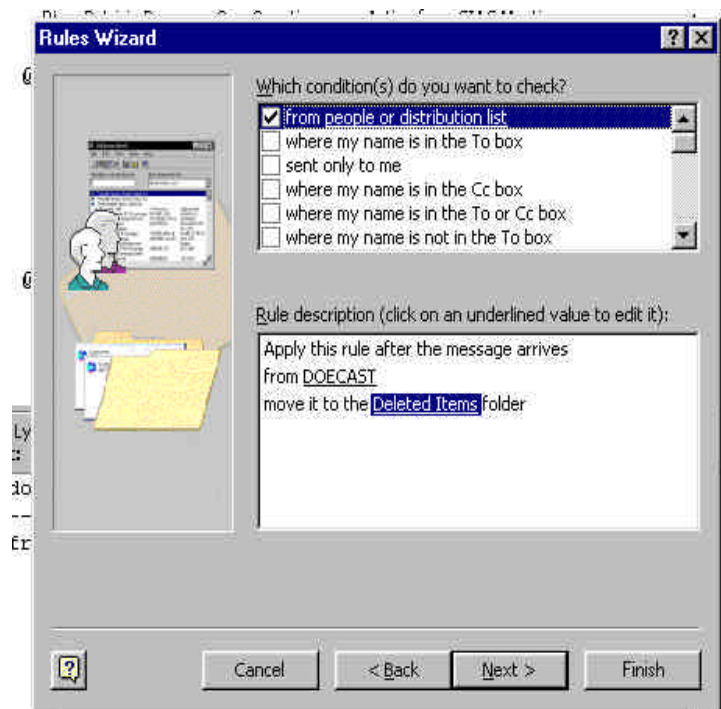


7. Accept the default selection on the next four screens by clicking “Next” on each of them.

SCREEN 1:

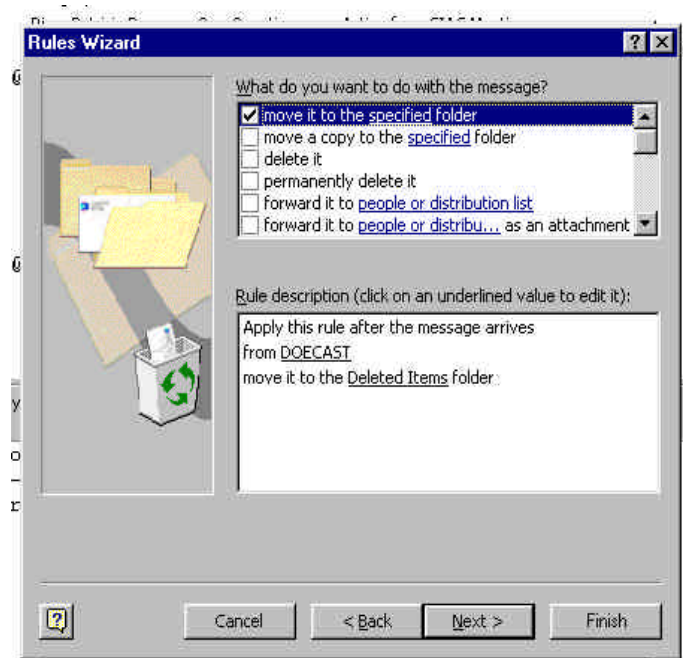


SCREEN 2:

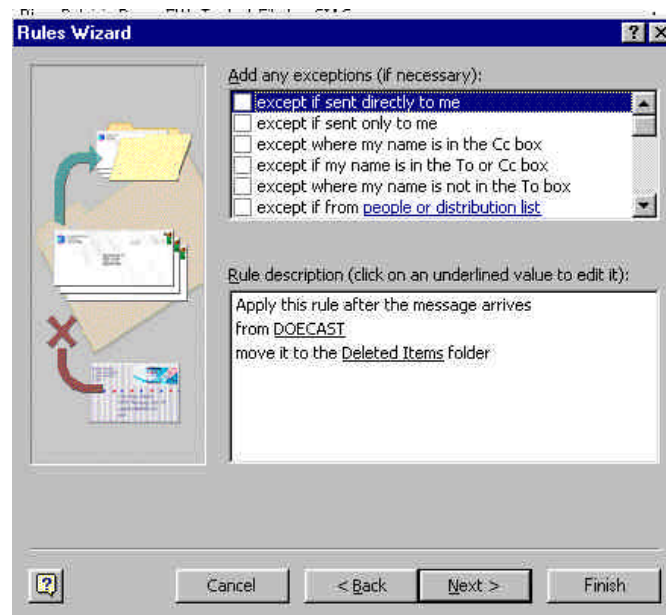


Screenshots continued....

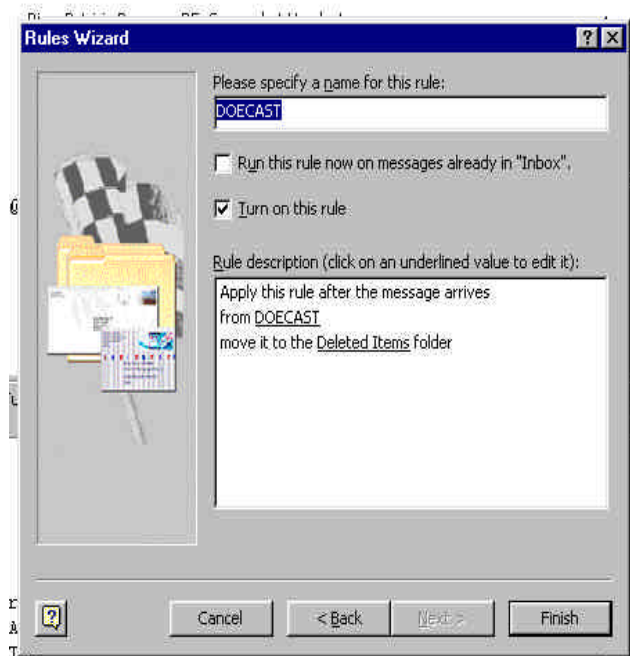
SCREEN 3:



SCREEN 4:



8. You can now name the rule with a unique title or leave it as the default; in this case, it is “DOECAST.” After you have named the rule, check off whether you want to a) *run the rule on existing messages that are already in your inbox* or b) *turn on the rule for incoming messages*. You can check both options if you wish. Then, click “Finish.”



9. There is a chance that a warning window will appear on your screen after screenshot #8. The warning window will state that the rule you have just created is a client-only rule, meaning that it only applies to your mailbox when you are logged on to your desktop. If the warning appears, click “OK.” If it does not, proceed to # 10.
10. Your final step is to make sure that the rule’s check box is checked. This will ensure that any messages defined by the rule will be forwarded to the “Deleted Items” folder. If the box has been checked, click OK.

